

## Appendix B: OGT Supplemental Instructions for Oral Translation and Human Reader Accommodations

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### OGT Oral Translations

English learners who require an oral translation in order to access content on the OGT are eligible for an oral translation of the OGT. Only testers identified as EL through a formal assessment (not OELPA) may have accommodations on the OGT.

During this type of administration, a translator orally translates the OGT into the tester's native language. Please search keyword *Translators* on the Department's website for guidance on reimbursement for translators. **Translations are not allowed on the passages of the OGT reading test, to do so is cause to invalidate the test.**

### *Policies*

Test coordinators and test administrators must be mindful of the policies that govern oral translations, including the following:

- Test coordinators, test administrators and translators must maintain test security at all times.
- The district test coordinator must assign a test administrator to assist with scheduling the testing for testers who will receive a language translation.
- Districts and schools are responsible for identifying people who will serve as translators.
- The test administrator will contact the translator and arrange the location, dates and times to administer the tests. When scheduling a translator, please tell the translator to arrive at least 30 minutes early in order to review instructions before translating the tests. The translator may not review the test prior to the day of the test.
- The test administrator may not leave the translator and the tester in the room alone. The test administrator is responsible to ensure that the translator and tester do not breach test security.
- English learners may have extended time to complete their tests (up to one full school day).
- English learners may use a word-to-word dictionary that meets the criteria listed in [Ohio's Accessibility Manual](#).
- If at any time during a language translation, a tester feels more comfortable with an English-language administration and requests English (rather than a language translation in his or her native language), the translator may present the test in English.
- A language translation must be administered one-on-one, as test form numbers are randomly assigned to a tester when logging into the Student Testing Site.

### ***OGT Online Tester's Response Modes***

Some questions require a written or typed response from the tester. A tester who is testing online can respond in one of three ways:

1. Tester can type his or her responses in English in the Student Testing Site.
2. Tester can orally respond. Tester must be administered the test one-on-one. If the tester responds in his or her native language, the translator must translate the tester's response and then type the tester's response in English into the online Student Testing Site. If the tester responds orally in English, the translator will type the tester's responses verbatim into the online Student Testing Site. **This option is not allowed for the OGT writing test; the tester must enter his or her response to the writing prompts in English into the Student Testing Site.**
3. Tester can compose responses in his or her native language. If a tester will produce written responses in a language other than English, the tester will write on blank paper. The translator must translate the tester's response and then type the tester's response in English into the online Student Testing Site. Alternatively, a tester can record his or her responses in his or her native language into the Student Testing Site. The translator must return to the tester's test and translate the response into English. If the translator returns to the tester's test on a subsequent day, the district test coordinator must submit a request to re-open the test. See [Section 8.3](#) for information on Test Status Requests. **This option is not allowed for the OGT writing test; the tester must enter his or her response to the writing prompts in English into the Student Testing Site.**

Regardless of the tester's response mode, test administrators are responsible for ensuring that the OGT submitted for scoring contains English responses. **Only responses in English will be scored.**

### ***Online Oral Foreign-Language Translation Administration***

If a tester is to receive an oral foreign-language translation, the test administrator will set up a test session, the tester will then sign into the test and the test administrator will mark the "Other" accommodation under the tester's test settings when approving the tester to test.

The translator will translate from the tester's device. A tester who is testing online needs only an approved device with the Secure Browser or SecureTest app installed and two sheets of blank paper (if the tester requests blank paper or at district direction).

A tester should not typically take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup often display an application on one screen while another application is accessible on the other screen. However, dual monitors are allowable as an accommodation for oral translations. Please refer to Appendix D in [Ohio's Accessibility Manual](#) for more information.

### ***Before the Oral Foreign-Language Translation Test Administration***

The test administrator is responsible for bringing the necessary test materials to the testing session and ensuring their security. Test security and validity are of the utmost importance. Prior to starting the test, the test administrator must ask the translator to sign and date a copy of the Non-Disclosure Agreement located in [Appendix C](#) of this manual (copies of this form can be made, as needed). The district/school must maintain the Non-Disclosure Agreement and provide it to the Department if requested. It should not be returned with other test materials.

After the Non-Disclosure Agreement is signed, the test administrator will review the procedures for language translations with the tester and the translator, as described below. The test administrator will monitor the entire testing session.

### ***General Procedures for OGT Language Translation***

The test administrator will read the test directions aloud in English. The translator will “translate verbatim” (interpret) the test directions, questions and answer choices. “Translate verbatim” does not mean a word-to-word translation as this is not appropriate for any language translation. The oral translator (interpreter) should faithfully translate, to the greatest extent possible, all of the words without changing or enhancing meaning of the content, adding information or explaining concepts unknown to the tester. The translator can repeat or clarify directions, if needed. **Translators may not translate OGT reading passages.** Some words may not have a translation in another language. If a word cannot be translated, it should be read in English.

If requested by the tester, test questions and answer choices can be repeated for the tester as often as necessary. The translator may not answer tester questions regarding the content of test questions. The best response is, “I can't answer that; just do your best.”

### ***Translating/Transcribing for OGT Constructed-Response Questions***

Many questions on the OGT require a written response from the tester. **Constructed responses may not be translated for the OGT writing test; a tester must produce their own responses in writing in English.** Constructed responses may be translated for the reading, mathematics, science and social studies tests. When the tester has completed a response on blank paper, the translator will type the response word-for-word (including any and all graphic depictions, if possible) **in English in the tester's device.** A tester may also respond orally in their native language. If the tester chooses to respond orally or with non-English responses into his or her nonscorable test booklet or on blank paper, the translator will translate the tester's response into English and then type the tester's response **in English in the tester's device.** Some testers may prefer to respond to a constructed-response question in English rather than in their native language. If this is the case, the tester should type their responses **in English in their device.**

### ***Translating the OGT Reading Test***

The tester must read all passages silently in English; the OGT reading passages may **not** be translated for the tester. When a tester is finished reading a passage, he or she should signal to the translator to begin the language translation of the questions and answer choices.

### ***Translating the OGT Writing Test***

No writing responses may be translated. The tester must respond to the OGT writing prompts in writing in English.

### ***Translating the OGT Mathematics, Science and Social Studies Tests***

Some questions will include tables, figures, pictures, charts or graphs. Any text included immediately before these should be orally translated for the tester (e.g., "Use the picture below to answer question 5."). When referring to tables, figures, pictures, charts or graphs, the translator must be consistent in translation and description (e.g., "The title of the graph is 'Fitness Test Results.' The x-axis is titled 'Number of Crunches.' The y-axis is titled 'Number of Lunges.'"). Many questions will have numbers as answers. The translator should discuss with the tester if numbers need to be orally translated.

### ***Breaks in the Oral Foreign-Language Translation Testing Session***

If district and school policy permit, the test administrator or translator may wish to give the tester a break, especially if the tester is working slowly. If a break is given, all test materials must remain in the room with the test administrator. If both the tester and the test administrator leave the room, the test administrator must keep all testing materials secure or place the test materials in a locked, secure location. If the test session continues through the lunch period, the tester may have lunch in the test room or go to the lunchroom with the test administrator remaining with the tester to ensure the tester does not discuss the test with others. The test materials will be placed in a secure location if the tester and test administrator leave the test room for lunch.

### ***Concluding the Oral Foreign-Language Translation Testing Session***

At the conclusion of testing, the test administrator will instruct the tester to review his or her answers to all of the test questions including any translations of the tester's constructed responses. The translator will translate any test question(s) that the tester would like reread. The test administrator should collect the test materials and organize them according to the procedures described below.

### ***After the Oral Foreign-Language Translation Test Administration***

After the tester has concluded reviewing responses, the tester will submit his or her test and the test administrator will end the test session. If a tester took the test online and wrote any responses on paper, the test administrator must securely shred that paper.

## **OGT Human Reader Accommodation**

During this type of one-on-one administration, the test administrator reads the test to the individual tester. If the tester is taking the test online and is eligible for a human reader, the test administrator will read directly from the tester's device. **OGT reading passages are not to be read aloud.** Refer to [Ohio's Accessibility Manual](#) for information.

A tester should not typically take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup often display an application on one screen while another application is accessible on the other screen. However, dual monitors may be allowable as an accommodation for human reader situations. Please refer to Appendix D in [Ohio's Accessibility Manual](#) (with appendices) for more information.

### ***OGT General Procedures for Human Reader***

For all OGT, the test administrator will read aloud the entire test (exception: **OGT reading passages are not to be read aloud**) including the test directions, questions and answer choices. Anything read can be repeated for the tester as often as necessary if the tester requests. The test administrator may not answer tester questions regarding the content of test questions. The best response is, "I can't answer that; just do your best."

### ***Reading the OGT Tests Aloud***

Some questions will include tables, figures, pictures, charts or graphs. Any text included immediately before these should be read to the tester (e.g., "Use the picture below to answer question 5."). When referring to tables, figures, pictures, charts or graphs, the test administrator must be consistent with descriptions (e.g., "The title of the graph is 'Fitness Test Results.' The x-axis is titled 'Crunches.' The y-axis is titled 'Number of Lunges.'"). Many questions will have numbers as answers. The test administrator can ask the tester whether numbers need to be read aloud.

### ***Breaks in the OGT Testing Session***

If district and school policy permit, the test administrator may wish to give the tester a break, especially if the tester is working slowly. If a break is given, all test materials must remain in the room with the test administrator. If both the tester and the test administrator leave the room, the test administrator must keep all testing materials secure or place the test materials in a locked, secure location. If the test session continues through the lunch period, the tester may have lunch in the test room or go to the lunchroom with the test administrator remaining with the tester to ensure the tester does not discuss the test with others. The test materials will be placed in a secure location if the tester and test administrator leave the test room for lunch.

### ***After the OGT Test Administration***

After the tester has concluded reviewing responses, the tester will submit his or her test and the test administrator will end the test session. If the tester took the test online and wrote any responses on paper, the test administrator must securely shred that paper.